

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-132**

**SUBJECT:
Cultural Heritage Assistant
FSN-08**

DATE: 08-21-11

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Cultural Heritage Assistant, FSN-8; FP-6*

OPENING DATE: August 21, 2011

CLOSING DATE: September 4, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 26,735 USD p.a. (Starting Basic salary)
(Position Grade: FSN-8)

*Not-Ordinarily Resident (NOR): 44,737 USD p.a. (Starting Basic salary)
(Position Grade: FP-6).

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Cultural Heritage Assistant** in the Public Affairs Office.

BASIC FUNCTION OF THE POSITION

The incumbent assists in a broad range of functions related to cultural heritage and cultural events under the supervision of the Cultural Heritage Specialist and Cultural Heritage Liaison including, but not limited to cultural events and programming, cultural heritage information outreach, and personal contact with key Iraqis and Iraqi organizations in order to advance Mission Strategic Plan (MSP) goals related to the promotion of cultural heritage preservation, the promotion of cultural exchanges including but not limited to performing and fine arts, youth and sports and other cultural post priorities.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in the area of Arts and Humanities, Social Sciences or other related field, relevant to the incumbent's area of responsibility is required.
2. One year experience in work related to cultural or academic programming is required.
3. Level III (Good Working Knowledge) speaking/reading/writing English and Arabic is required **(Language proficiency will be tested)**
4. Must be familiar with Iraqi cultural heritage and arts and ability to learn about cultural heritage issues.
5. Good knowledge of the Iraqi cultural community and history. Ability to assist in designing and implementing a wide range of cultural events and programs, as well as the ability to assist with drafting cables, reports and other documents in English. Must have excellent interpersonal skills in order to develop and maintain personal contacts with high level members of the target audience and cultural and arts professionals undertaking programs in Iraq.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e., Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and e-mailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/iraqis-jobs-opportunities.html>

E-mails received without the appropriate subject line will not be considered. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: VA 11-132 Cultural Heritage Assistant

CLOSING DATE FOR THIS POSITION: SEPTEMBER 4, 2011

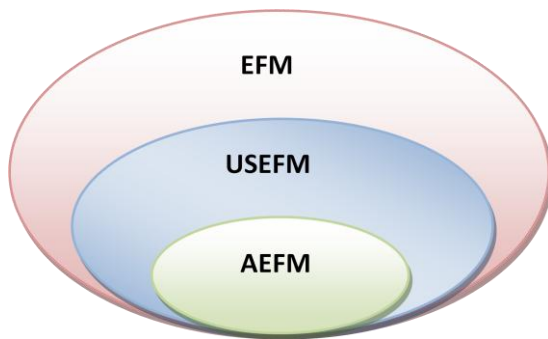
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: SHRO/WG
Cleared : PAO/RD
Drafted : HRA/HS

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Vacancy Announcement

U.S. Embassy, Iraq



**Announcement
Number:11-132**

**SUBJECT:
Cultural Heritage Assistant, FSN-8**

**Opening Date:
8-21-11
Closing Date:
9-04-11**

- Under the supervision of the Cultural Heritage Specialist assist on various aspects in the promotion of cultural heritage and preservation, maintaining operational contact with Iraqi organizations in related fields and identifying audiences for cultural heritage programs. Assists with research and compilation of facts and media related to cultural heritage, follows ongoing issues in Iraqi media and briefs the Cultural Heritage Specialist of emerging issues within the field. 30%
- Advises the Cultural Heritage Liaison on opportunities for cultural outreach activities and representational events. The incumbent assists with all planning of cultural events and functions. Assists with outreach to Iraqi cultural institutions, art institutions and NGOs. Assists with identifying local partners to engage with on Iraqi arts programs and cultural heritage initiatives. Develops program activities and refines these under the supervision of the Cultural Heritage Specialist and Cultural Heritage Liaison in consultation with the CAO/ACAO. Researches background material to support program activities. Updates key Iraq contact information. 40%
- Under the supervision of the Cultural Heritage Specialist and Cultural Heritage Liaison, facilitates contact with high-level audience members in the fields of culture heritage and the arts. Assists with the mission contact with those individuals by maintaining a contact database, inviting them to events and activities and sending them selected materials relevant to Mission priorities. Assists in researching and providing answers to reference questions about Iraqi cultural subjects, utilizing electronic reference resources in order to provide accurate information. 20%
- As needed, provide verbal translations and translate letters, invitations and other documents from Arabic into English. Other duties as assigned. 10%